

# CERTIFICATE IV IN BUSINESS BSB40215

- Learn how to lead and guide others in administrative tasks and project setting
- Build skills to solve unpredictable problems and situations
- Find more innovative ways to research solutions

CRICOS code: 096038C

## Campus

Brisbane, Sydney, Melbourne

## Program Length

**Maximum 34 weeks\* (20 hours/week)**

Includes 6 hours/week online study +  
14 hours/week in class study

*\*24 weeks study + up to 10 weeks  
scheduled breaks*

*Length of the program may vary from 30 to 34 weeks  
depending on the start date.*

*Optional internships available for an additional fee.*

*Internship hours vary depending on schedule.  
Internships are unpaid work hours.*

## 2019 Start Dates

Jan 7, Feb 18, Apr 22, Jun 3, Aug 5,  
Sep 16, Nov 18

### SCHEDULED BREAKS

Apr 1 – Apr 19

Jul 15 - Aug 2

Oct 28 - Nov 15

Dec 23 – Jan 3

## 2019 Fees

Registration fee:	\$230
Material fees:	\$280
Tuition:	\$5,800
Optional internship:	\$850

*RPL & Credit Transfer must be applied for upon enrolment  
Late submission fee: \$50\**

*\* All fees in Australian Dollars, payment by installment is  
available on request and approval*

## Entry Requirement

- An equivalent of Australia's Year 10 school certificate. A prior working knowledge and experience of a business environment would be useful.
- International students must meet a minimum language requirement of IELTS 5.0 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above.
- Students must be at least 18 at the commencement of studies.
- Minimum entry requirements

## Program Description

If you have already had some administration experience, this qualification is perfect for you. The Certificate IV in Business will help you build on your already well-developed skills and knowledge to apply solutions to a range of unpredictable business problems. Advance your analytical skills by establishing a practice to gather information from a variety of sources. At the end of this qualification you will feel confident to provide leadership and guidance to others, and will have solid problem solving skills.

## Study Schedule/Delivery Mode

In all of our programs, you will build a timetable which combines 6 hours per week of online study and 14 hours per week of in-class study. The online study component includes exercises, discussion forums, and resources to help with assignments and to provide foundational academic and learning skills. In-class study schedules combine the core lecture with foundation skills and PASS classes.

## Weekday Schedule – Sample\*

HOURS	MONDAY	TUESDAY
1:15 PM-3:15 PM	Foundation Skills	PASS
3:30 PM-5:30 PM	PASS	Foundation Skills
6:00 PM-9:00 PM	Lecture	Lecture

*\* Schedules may vary. Optional internship can be scheduled outside of class time.*



## Certificate IV in Business units

COURSE NAME	DESCRIPTION
<b>IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS TO MEET LEGISLATIVE REQUIREMENTS (BSBWHS401)</b>	Learn how to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs to meet legislative requirements. You'll also develop skills to provide creative solutions to unpredictable WHS problems through analysing and evaluating information from a variety of sources.
<b>COORDINATE BUSINESS RESOURCES (BSBADM409)</b>	Learn how to coordinate and manage business resources. You'll learn how to analyse resource needs, acquire and allocate resources, and monitor and report on resource allocation and usage.
<b>ADDRESS CUSTOMER NEEDS (BSBCUS402)</b>	Learn how to manage ongoing customer relationships. Learn how to help customers articulate their needs, and manage networks to ensure customer needs are addressed. You will learn to advise on customer service needs, support implementation of customer service strategies and evaluate and report on customer service.
<b>PROMOTE INNOVATION IN A TEAM ENVIRONMENT (BSBINN301)</b>	Learn how to be an effective and proactive member of an innovative team. You will learn how to create opportunities to maximise innovation within the team; organise and agree upon effective ways of working; support and guide colleagues and reflect on how the team is working.
<b>DEVELOP TEAMS AND INDIVIDUALS (BSBLED401)</b>	Learn how to identify individual and team development needs and to facilitate, monitor and evaluate workplace learning to support individual and team growth.
<b>UNDERTAKE MARKETING ACTIVITIES (BSBMKG414)</b>	Explore basic marketing and promotional activities, and learn how to research, plan, implement and review marketing activities.
<b>UNDERTAKE PROJECT WORK (BSBPMG522)</b>	Learn how to undertake a straightforward project, from start to finish. Learn about project planning, administering and monitoring a project, finalising a project and reviewing a project to identify lessons and improvements that can be applied on future projects.
<b>ESTABLISH NETWORKS (BSBREL401)</b>	Learn how to develop and maintain effective work relationships and networks through relationship building and negotiation skills. Networking and relationship skills can be applied within an organisation, and outside of it, with freelance, or contract workers.
<b>IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES (BSBSUS401)</b>	Learn how to analyse environmentally sustainable work practices and to implement improvements and monitor their effectiveness. Learn how to investigate current practices in resource usage; set targets for improvements; implement performance improvement strategies and monitor performance.
<b>IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES (BSBRISK401)</b>	Learn how to identify, analyse and evaluate risks, treat them, and monitor and review effectiveness of risk treatments.

## ILSC Training Facilities and Resources

ILSC campuses are fully equipped with all the resources and facilities required to successfully undertake this program including computer labs, software, free WIFI, photocopiers, charging stations, and student lounge. It is highly recommended you bring your own laptop (device) to enhance your campus experience. All course resources are available to students via their personal login to the Learning Management System (Moodle). Students can track their progress and academic success.

## Assessments

All units studied in this qualification will be assessed in at least 3 different ways. Assessments will consist of a mix of quizzes, projects, case studies, presentations, and questions.

## Course Completion

Students obtaining a 'Competent' result for all units studied will be issued a 'Qualification' – Certificate IV in Business BSB40215 issued by ILSC Business College. Should a student not complete the full qualification, a 'Statement of Attainment' will be issued for the units which the student is deemed 'Competent'.

## Recognition of Prior Learning and Credit Transfer

RPL and Credit Transfer can be applied for at the time of enrolment or during the orientation. Please refer to ILSC Business College website or VET Student Handbook for more information.

## Course Resources

The Online Course Resource Library provides students with informative links and information. Resources are easily searched by course unit or topic, and make your learning easier. On the Online Learning Management System (LMS), all class assessments, student work books, and extra resources that support class delivery are available for download. Test and assessment results are posted in student files. Students can use the LMS to message other students in their classes or their trainer if they have questions or want to connect.

ILSC Brisbane Pty Ltd partners with local and global agents to engage with prospective students.